

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE04132231D**

**Opening Date:** October 7, 2004

**Closing Date:** October 28, 2004

**Position:** Motor Vehicle Operator (Materials Handler), WG-5703-5/FPL: 05

**Salary:** \$14.43 - \$16.84 Hourly

**Place of Work:** U.S. Army Engineer District, Baltimore, Washington Aqueduct Division, Administration Branch, Support Management Section

**Duty Station:** Washington, DC

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** Drives motor vehicles up to and including 1-ton capacity, with or without front-axle drive to transport personnel, documents, equipment, & supplies throughout the post & on public roads for long & short hauls; loads/unloads equipment & materials; assures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observation; completes trip tickets and preventive maintenance service records; fills out drivers accident report in case of accident; and performs drivers maintenance in accordance with established rules and regulations. Picks up small purchases, delivers items to end user and delivers signed receiving documents to purchasing agent. May drive other type and size vehicles, for which qualified and licensed. Performs various warehousing tasks; performing daily and annual inventories; restocking warehouse locations; and issuing or delivering supplies to end users. May use a computer to search for quantity & location data. Performs mail sorting duties.

**Who May Apply:**

- THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL U.S. CITIZENS.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:**

Applicants will be rated using the Resumix Job Search Criteria. The items listed should be addressed in the context of the resume: (1) ability to do the work of the position without more than normal supervision. (2) Operation of Motor Vehicles. (3) Work Practices (including keeping things neat, clean, and in order). (4) Ability to interpret instructions, specifications, etc (related to mobile equipment operation). (5) Ability to drive safely. (6) Reliability and Dependability as a Motor Vehicle Operator (Materials Handler).

RELATED INFORMATION: Must be able to lift items occasionally weighing in excess of 50 pounds. This position has been identified as a Drug Testing Designated Position. Incumbent must pass a drug test before assignment to this position and once assigned, is subject to unannounced random drug testing.

PHYSICAL EFFORT: Working as motor vehicle operator, light physical effort is used in reaching, bending, turning or moving hands, arms, feet and legs to operate hand and foot controls. Exerts moderate physical effort in the loading, unloading and arranging cargo. Frequently handles items weighing 30 to 50 pounds and occasionally items up to 70 pounds with assistance. Working as materials handler, work requires continuous standing, walking and stooping on hard surfaces for extended periods of time. Lifts, carries and moves items that weigh up to 50 pounds. The heavier and awkward items are moved with weight handling equipment.

WORKING CONDITIONS: As motor vehicle operator, works outside and is occasionally exposed to bad weather while loading and unloading vehicles. Is subject to cuts, bruises, and broken bones as a result of accidents while driving, or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather. As materials handler, work is performed primarily inside. Material handlers are exposed to the possibility of cuts, scrapes, bruises and abrasions. Work requires wearing protective clothing such as steel-toed shoes and rubber gloves.

Experience and training that furnish the knowledges, skills, and abilities needed to perform the duties of this position consistent with accepted practices of the trade.  
Ability to use and maintain appropriate tools and equipment.  
Ability to read, understand, and apply instruction and other materials related to the job.

Ability to do the work of the position under normal supervision.

The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

**Other Information:**

- Permanent Change of Station (PCS) expenses are not authorized.

**Other Requirements:**

- Personnel security investigation required.
- A medical examination is required.
- Must comply with Drug Abuse Testing Program requirements.

- You will be required to provide proof of U.S. Citizenship.
- License/Certification: Valid State Drivers License
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Position requires employee to wear a uniform and/or protective clothing.
- You may claim Military Spouse Preference.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- One year trial/probationary period is required.

## **HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

## **RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

### **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

### **APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

Point of Contact:

Taunya L. Stewart, Northeast CPOC, (410) 306-1208

### **THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.

